

CLAIMS

1. A method for managing recruiting information, the method comprising acts of:
developing a job description, the first job description comprising a first set of
5 components;
storing the first set of components in a database; and
creating a second job description having a second set of components, at least one of
which is selected from the first set of components stored in the database.
- 10 2. The method according to claim 1, further comprising an act of determining, by a
requirements specialist, the first set of components.
3. The method according to claim 2, wherein the act of determining comprises an
act of receiving, from the requirements specialist, a selection of at least one of the first set of
15 components and simultaneously displaying the selection to a client.
4. The method according to claim 1, wherein the act of storing further comprises
an act of storing the first set of components in a relational database.
- 20 5. The method according to claim 3, further comprising an act of displaying the
selection to the requirements specialist in a display of a computer associated with the
requirements specialist.
6. The method according to claim 2, wherein the act of displaying the selection
25 includes an act of displaying the selection to the client in a display of a computer associated
with the client.
7. The method according to claim 5, wherein the act of displaying the selection
includes an act of displaying the selection to the client in a display of a computer associated
30 with the client.

8. The method according to claim 2, wherein the act of determining comprises an act of determining, by the requirements specialist, the first set of components on the basis of an interactive communication with a client.

5 9. The method according to claim 1, wherein the acts of developing, storing, and creating are facilitated by the use of at least one computer system.

10. The method according to claim 1, wherein the first set of components comprises at least one component that identifies an educational requirement associated with a candidate.

10

11. The method according to claim 1, wherein the first set of components comprises at least a task to be performed by a candidate.

12. A method of interactively developing a job description, the method comprising
15 acts of:

receiving, by a requirements specialist from a client, hiring needs; and
determining, by the requirements specialist based on the received hiring needs, at least one portion of a job description.

20 13. The method according to claim 12, further comprising an act of displaying, in a display of a computer system associated with the client, the at least one portion of the job description determined by the requirements specialist.

25 14. The method according to claim 13, further comprising an act of displaying, in a display of a computer system associated with the requirements specialist, the at least one portion of the job description determined by the requirements specialist.

30 15. The method according to claim 12, wherein the at least one portion is stored in a database, and wherein the method further comprises an act of selecting the at least one portion from the database for use in the job description.

16. The method according to claim 15, wherein the at least on portion includes at least one of a group of information comprising:

a task;

a job function;

an educational information; and

5 a qualification, and wherein the method further comprises selecting the at least one of
the group from database for use in the job description.